



# Hendry County Sheriff's Office

## General Order 4.1

<b>TITLE:</b> Organizational Structure	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> March 7, 2018	<b>REVISION DATE:</b> May 7, 2019
<b>RELATED REFERENCES:</b> §30.15(1) F.S.  <b>CFA:</b> 1.02M	
<b>REVIEW FREQUENCY:</b> 3 YEARS 2022	<b>DATE OF NEXT REVIEW:</b> May 7,

**I. PURPOSE:** The purpose of this order is to describe the function and purpose of various components within the agency.

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**II. SCOPE:** This order shall apply to all sheriff's office members.

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**III. POLICY:** It is the policy of the Hendry County Sheriff's Office to be organized and deployed to clearly reflect a total commitment to a community-based service oriented concept of operations.

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### IV. PROCEDURE:

A. Command Structure - The order of rank for the Hendry County Sheriff's Office is as follows:

1. Sworn members

Sheriff

Chief Deputy

- The Sheriff designates the Chief Deputy as Acting Sheriff during a scheduled absence. In an unplanned absence of the Sheriff, the Chief Deputy assumes the duties of Sheriff on an interim basis.

Captain

Lieutenant

Sergeant

Deputy Sheriff

Reserve Deputy Sheriff / Auxiliary

2. Civilian members

Sheriff

Chief Deputy

Captain (Where Applicable)

Lieutenant (Where Applicable)

Director / Manager (Where Applicable)

Sworn or Civilian Supervisor (Where Applicable)

B. Organization

1. Office of the Sheriff - The office of the Sheriff provides various specialized managerial and executive services and is composed of:
  - a. Sheriff  
Reporting directly to the Sheriff are the Chief Deputy, Sheriff's Assistant, and Sheriff's Legal.
    - (1) Chief Deputy – Reporting to the Chief Deputy are the Administrative Lieutenant, Administrative Services Director, Agriculture Investigators, Community Services Captain, Corrections Captain, Crime Analysis, Criminal Investigations Division Captain, Finance Director, Information Technology Director, Professional Standards Unit, Road Patrol Lieutenants, Watch Commander Lieutenant and the Accreditation Manager.
    - (2) Sheriff's Assistant – A civilian who is designated to assist the Sheriff by taking phone calls, scheduling appointments, and speaking to citizens and other duties at his direction.
    - (3) Sheriff's Legal – An attorney who is designated to give legal advice to and for the Sheriff.
2. Organizational Units / Divisions
  - a. **Administrative Services** – This division supervised by a Director oversees the operations of Human Resources and Grants.
    - (1) Grants – This unit commanded by a Director is responsible for locating and applying for relevant grant funding to support the law enforcement function, as well as, the subsequent administration of awarded funds, to include facilitating the reporting requirements. The latter requires regular contact with grantor agency advisors and local project directors and/or supervisors to ensure grant compliance.
    - (2) Human Resource – This unit commanded by a Director is responsible for administration of the agency's sworn and civilian employment needs, insurance and benefits, job evaluations, action sheets, and all record keeping duties germane to the agency personnel system.
  - b. **Agricultural Investigations** – This unit commanded by a sergeant is responsible for responding to all violations of agricultural laws and works closely with other local farmers.
  - c. **Community Service** – This division supervised by a Captain oversees the operations of Accreditation, COPS, Crime Prevention, Crossing Guards, Explorers, Public Information Officer, Records, School Resource Officers, Telecommunications, VIP/Volunteers, and Uniform Crime Report.
    - (1) Community Oriented Policing – A unit of sworn personnel supervised by a lieutenant, responsible for conducting educational programs, creating and maintaining community watch programs, and youth programs. This unit is also the liaison

between various community groups as well as providing public and crime prevention information.

- (2) Crime Prevention – A unit of sworn and civilian personnel supervised by a lieutenant, responsible for conducting educational programs, creating and maintaining community watch programs, and youth programs. This unit serves as the liaison between various community groups and provides public and crime prevention information.
- (3) Crossing Guards – A unit of civilian personnel supervised by a sergeant, responsible for assisting children to cross the street safely. This unit starts work before school hours, standing at a cross walk near a school to assist children entering or leaving the school safely.
- (4) Explorers – A unit comprised of persons between the ages of 14 and 21. A member must be in at least the ninth grade and maintain a “C” average or above in school. This program furthers the knowledge and understanding of law enforcement through training and experience, provides an insight into all phases of criminal justice as a possible profession and helps create a better understanding between the Sheriff’s Office and the community’s youth. This group reports to a sworn LEO who is the designated Senior Explorer Advisor, who in turn, reports to the Division Captain.
- (5) Public Information Officer – A Captain that is commanded by the Chief Deputy, serves as a central source of information for release by the department and responds to requests for information by the news media and the community.
- (6) Social Media Officer – A civilian position that tends to the agency’s social media networking sites.
- (7) Records – This unit commanded by a Lieutenant, is responsible for the storage, dissemination, and destruction of the business records and archives of the Sheriff’s Office. This unit processes and stores arrest records, case reports and related documents, traffic records, conducts records checks and performs criminal background checks.
- (8) School Resource Officer – A unit of sworn personnel managed by a lieutenant and supervised by a sergeant. This involves the full – time placement of deputies at approved elementary, middle, and high schools in Hendry County. The officers are designed to encourage the development of a positive attitude by young people toward law enforcement as well as good citizenship, and to reduce crime and delinquency.
- (9) Telecommunications – A unit commanded by a supervisor that is responsible for the intake of emergency 911 and routine administrative calls received by the Sheriff’s Office. This unit provides 24 – hours dispatch information services for Sheriff’s personnel as well as various municipalities and governmental organizations.
- (10) Uniform Crime Report – A unit of civilian staff that utilizes a FDLE system to provide standardized reports on crime statistics based on data gathered from across the state. These reports that provide both summary and detail information are issued yearly.
- (11) VIP/Volunteers – A unit of non-paid civilian personnel managed by a sworn LEO designated by the Division Captain. This unit serves in a capacity as defined by the sheriff and must meet standards established by the Sheriff. This unit assists with

abandoned vehicles, searching for lost children, helping disabled motorists, crime prevention, administrative duties, property checks, neighborhood checks, crime suppression patrols and reporting criminal activity.

- d. **Corrections** – This division supervised by a Captain is responsible for the Canteen, Classification, Corrections Deputy, Corrections Deputy Reserves, Extradition and Transport, Jail Facilities, Jail Records, and Medical. The Corrections Division Captain also oversees the Court Services Section which consists of the Bailiff, Civil / Criminal Process, and Sex Offender / Offender Watch.
- (1) **Bailiff**- A unit of sworn personnel managed by a supervisor. Florida Statutes 30.15(1) requires that the Sheriff, or his deputy, attend all terms of the circuit and county court held in Hendry County. The sheriff provides deputies to serve as the statutory executive officer of the court, carry out the orders of the court, maintain courtroom security, protect the integrity of court procedures, and deter those persons who would take criminal action against the court or its participants. Bailiff personnel also move prisoners to and from court appearances within the courthouse and Jail Facility, attend to jury and judges' needs as well as enforce the law on courthouse properties.
  - (2) **Canteen** – A system that allows inmates to purchase valuable items. The Officer – in charge or designee will establish a procedure for providing commissary or canteen facilities or access to canteen items for the benefit of the inmate(s).
  - (3) **Civil / Criminal Process** – A unit commanded by a sergeant, is responsible for the serving of civil arrest orders, criminal and civil summonses, subpoenas, injunctions for protection, execution of writs, and completes the Sheriff's Return of service. These judicial process documents originate from the courts, governmental agencies and private attorneys in Florida and throughout the United States.
  - (4) **Classification** – A type of quarters that best meet the inmate's needs to provide reasonable protection for all inmates. The facility shall have designated classification personnel. Staff assigned to the Classification Section will be responsible to classify arrested persons remaining in custody after First Appearance Court hearing ensuring appropriate housing assignments.
  - (5) **Corrections Deputies** – A unit of sworn deputies commanded by a supervisor, who primary responsibility is the supervision, protection, care, custody, and provision of support services and / or control of inmates.
  - (6) **Corrections Deputy Reserves** – A unit of non paid sworn deputies commanded by a supervisor, whose primary responsibility is the supervision, protection, care, custody, and provision of support services and / or control of inmates.
  - (7) **Extradition and Transport** – A unit of sworn deputies commanded by a supervisor that provide prisoner pick-up and transport services for the Sheriff's Office as well as to local law enforcement agencies.
  - (8) **Jail Facilities** – The unit commanded by a civilian is responsible for the maintenance, repair, and safety of the jail area and associated equipment assigned to and utilized by the jail unit.
  - (9) **Jail Records** – A unit, commanded by a civilian staff member, who is responsible for the storage, dissemination and destruction of inmate records and archives of the

inmate. This unit processes and stores arrest records, photos, fingerprints, and court documents.

- (10) **Medical** – A unit private medical health care purveyor under contractual agreement with the Hendry County Board of County Commissioners. The contract health care purveyor furnishes professional medical, mental, dental, and substance abuse services to inmates incarcerated in Hendry County Sheriff's Office Jail.
- (11) **Prison Rape Elimination Act (PREA)** – This unit commanded by a sergeant, is responsible for maintaining all records associated with the PREA compliance program, review statistical data collected in order to assess and improve the agency's compliance program, and train all departmental personnel, contractors, volunteers, and inmates on PREA requirements.
- (12) **Sex Offender / Offender Watch** – This unit commanded by a sergeant, is responsible for the registration of all sexual predators and offenders in Hendry County. This unit also provides community awareness / notification and addresses verification of offenders and predators and investigates violations of the registration and statutory requirements. The unit has both a computer crime aspect designed to investigate online solicitation and child exploitation and a computer forensics aspect designed for the forensic search of electronic media.
- e. **Crime Analysis** – A unit of civilian staff that gathers, analyzes, and disseminates intelligence bulletins, wanted person's bulletins, domestic security alerts and other related material to agency personnel and other law enforcement agencies. The unit additionally collects, analyzes and disseminates crime data to identify crime patterns and trends for enforcement action.
- f. **Criminal Investigations Division** – This division, commanded by a Captain, oversees the operations of the Criminal Investigations, Criminal Investigations Reserves, Crime Scene, Evidence, Gang Suppression, Gun Range, Special Response Team, Training, Vice / Narcotics, and Victim Advocate.
  - (1) **Criminal Investigations** – A unit of sworn deputies commanded by a Lieutenant, who investigate felony and major crimes and obtains evidence or information in order to resolve cases.
  - (2) **Criminal Investigations Reserves** – A unit of non-paid, sworn deputies, commanded by a lieutenant, who investigate felony and major crimes and obtains evidence or information in order to resolve cases.
  - (3) **Crime Scene** – A unit of civilian technicians, commanded by a Lieutenant, who examine, reconstruct, and document both criminal and non- criminal scenes. This unit provides physical evidence analysis, collection and preservation of evidence, interpreting and reporting of crime scene and evidentiary conclusions. The unit is additionally comprised of the Identification Unit who provides expert witness services in judicial proceedings, administration of the agency's fingerprint identification and verification, and storage function.
  - (4) **Evidence Unit** – A unit of civilian personnel, commanded by a Lieutenant, who is responsible for the retrieval, intake, storage, and disposition of all evidence and property taken into custody of the Sheriff's Office during the course of duty by both sworn and civilian personnel.

- (5) Gang Suppression – A unit of sworn officers, commanded by a Lieutenant specially trained to handle situations involving gangs. Gang enforcement members identify, monitor, report, and coordinate the exchange of information concerning the identity of criminal gangs, gang members, gang associates, and gang – related activity.
  - (6) Gun Range – A training facility located in Central County. It is comprised of several live fire shooting ranges, as well as specialized training buildings.
  - (7) Special Response Team – A team of sworn deputies, commanded by a supervisor, who assemble from the sworn deputy ranks in response to tactical calls for service requiring unified tactical approaches as well as specialized equipment and skills.
  - (8) Training – A unit whose task includes but are not limited to; planning and developing training courses, implementing and coordinating training programs, notifying deputies of available and required training, maintaining training records in accordance with CJSTC guidelines, and selecting and training instructors taken from the ranks of sworn deputies.
  - (9) Vice / Narcotics – A unit of sworn personnel commanded by a Captain responsible for the investigations ranging from street dealer to upper level multi – jurisdictional criminal organizations.
  - (10) Victim Advocate – A unit of civilian staff, who commanded by a Lieutenant, provides for the coordination of victim support services to victims of crime investigated by the Sheriff’s Office.
- g. **Finance** – This division supervised by a Director oversees the operations of the Accounts Payable, Budget, Payroll, and Purchasing.
- (1) Accounts Payable – This unit commanded by a Director, responsible for money which Hendry County Sheriff’s Office owes to vendors for products and services purchased on credit. This item appears on the Hendry County Sheriff’s Office balance sheet as a current liability, since the expectation is that the liability will be fulfilled in less than a year.
  - (2) Budget – The Finance Director is responsible for administration of the agency budget, grants, and contracts.
  - (3) Payroll – This unit, commanded by a Director, is responsible for calculating employee time worked and ensuring they receive wages or salaries commensurate to that time worked, with the amounts due to each.
  - (4) Purchasing – This unit, commanded by a Director, is responsible for the purchasing, receiving, storage, and dissemination of agency owned property.
- h. **Information Technology** – This unit, commanded by the Chief Deputy, is responsible for the design, administration, maintenance and development of the Sheriff’s Office information management systems to include individual officer personal computer, Mobile Data Computers, and other computer hardware and programs used in support of the law enforcement mission.
- i. **Professional Standards** – A unit of sworn personnel, commanded by the Chief Deputy, responsible for investigating allegations of misconduct by members of the Hendry County Sheriff’s Office, maintaining internal investigation files and other files, as

required by practice or statute. The unit is responsible for completing inspections of the various segments of the agency, at the direction of the Sheriff or Chief Deputy. The unit ensures that due – process is observed throughout any internal investigation. The Professional Standards Unit also ensures that both the Law Enforcement and Correctional Ethical Standards of Conduct are followed. The Professional Standards Unit is also responsible for ensuring that employees are not at risk by employing an early warning system to identify employees who may be in need of services through the department EAP program.

- j. **Road Patrol** – This division, supervised by the Chief Deputy, oversees the operations of Auxiliary, Dive / Rescue, DUI, East District Road Patrol, K-9, Law Enforcement Reserves, Marine, and West District Road Patrol.
- (1) **Auxiliary** – A unit of non-paid sworn deputies commanded by a Lieutenant, who has law enforcement authority only when working with, or under the immediate supervision of a certified law enforcement deputy sheriff.
  - (2) **Criminal Interdiction Unit** – A unit of sworn deputies commanded by a Lieutenant, is responsible for the successful implementation of drug related problem solving activities in their assigned areas.
  - (3) **Dive / Rescue** – A team of sworn deputies commanded by a Lieutenant, who assemble from the sworn deputy ranks in response to underwater search and recovery incidents as well as security surveys and searches.
  - (4) **Driving Under the Influence Team** – A team of sworn deputies commanded by a Lieutenant, assembled from the sworn deputy ranks in response to traffic enforcement of citizens driving under the influence and is driving or in actual physical control of a vehicle within Hendry County. The citizen is in violation and deemed under the influence of alcoholic beverages or other chemical substance, when affected to the extent that the person's normal faculties are impaired.
  - (5) **East District** – A unit of sworn deputies, commanded by a Lieutenant, appointed and employed full time by the Hendry County Sheriff Office, who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the laws of the State. This unit is located on the east side of Hendry County.
  - (6) **Field Training Program** – This unit, commanded by a lieutenant, is responsible for the field training program, monitoring all documentation, reviewing daily observation reports, monitoring program progress, and keeping the training Captain informed of any trainee or program deficiencies.
  - (7) **K-9** – A unit of specially trained sworn personnel, commanded by a Lieutenant, who use canines to enhance patrol operations.
  - (8) **Law Enforcement Reserves** – A unit of sworn deputies, commanded by a Lieutenant, appointed by the Hendry County Sheriff, who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the laws of the State.
  - (9) **Marine** – A unit of sworn deputies, commanded by a Lieutenant, that investigates crimes related to boating and hunting. The unit patrols the waterways. This unit enforces boating operation and safety laws.

- (10) West District – A unit of sworn deputies, commanded by a Lieutenant, appointed and employed full time by the Hendry County Sheriff Office, who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the laws of the State. This unit is located on the west side of Hendry County.
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## V. GLOSSARY

**COMPONENT SUPERVISOR** – A Sheriff’s Office employee with rank equal to or greater than Corporal (or the civilian equivalent), who has permanent, unshared responsibility for supervising and evaluating at least one permanent, full-time subordinate employee and/or deputy.

**ORGANIZATIOAL COMPONENT** – A subdivision of the agency that is established and staffed on a full-time basis to provide a specific function; more specifically, a component supervisor together with all subordinate personnel.

**ORGANIZATIONAL STRUCTURE** – The hierarchical arrangement of the organizational components of the Sheriff’s Office.

**ORGANIZATIONAL CHART** – A diagram, maintained by the Chief Deputy, showing the organization structure of the Sheriff’s Office.

**SPAN OF CONTROL** – The number of full-time personnel supervised and evaluated by a component Supervisor.

**ORGANIZATION** – The Sheriff’s Office is organized into areas of functional responsibility (called Division, Shifts, Sections, Squads, or Units) and levels of authority (Rank or Positions) which are commensurate with responsibility. All employees receive their authority from the Sheriff.

**DIVISION** – A Division is a subordinate organizational unit within the Sheriff’s Office that performs related functions or related administrative tasks and has a supervisory level of Captain or above or civilian personnel that may report directly to the Chief Deputy for direction in their function.

**SHIFT** – A shift is a subordinate organizational unit comprised of squads or personnel within a Division of the Sheriff’s Office.

**SECTION** – A Section is an organizational unit which groups related tasks or functions under the control of one supervisor.

**UNIT** – A unit is an organized group of personnel (Usually within a Section) which are assigned to a specialized task and come under the command of a single Supervisor.

**DETAIL** – A sub-unit of a Division, Section, or Squad whose personnel are assigned to a specialized activity.

**CHAIN OF COMMAND** – The direct line of delegated authority and communications between the Sheriff and Sheriff’s personnel in descendant and ascendant precedence or rank / position within each functional Division, Section, Squad, Detail, Unit, or other organizational unit as represented by organizational charts, or as represented by precedence of rank.

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